

**SAMPOERNA UNIVERSITY
STANDING COMMITTEE ON ADMINISTRATIVE AFFAIRS
MINUTES**

NOTICE IS HEREBY GIVEN THAT the Sampoerna University Standing Committee on Administrative Affairs **Meeting 001.AY2022-2023** was virtually held on 13 September 2022, Tuesday 10. 00 – 10.30. The meeting has established the quorum as voting members attended it with the following details:

1. Attendance at Meeting (add rows as necessary)

Committee Members	
Endriyani Widiastuti (EW) - Chair	Present
Deshinta P.A.D.A (DP) – Secretary	Present
Elan Merdy (EM)	Absent
Dr. Farid Triawan (FT)	Present
Esa Wibawa (ES)	Present
Tri Wismiarti (TW)	Present
Eko Sulistyo (ES)	Present
Alfi Syukrina Amir (ASA)	Present
Rahajeng Tyas Astari (RTS)	Absent
Guruh Tri Nugroho (GT)	Present

Present, Absent, Proxy, Expert

Guests	
Dairion (D)	On behalf of Pak Elan Merdy (Absent)

2. Discussion

Agenda	Discussion	Action	Vote						
2.1. New Member Updated	Introduction of the new member and their roles in SC Administrative Affairs A.Y. 2022 – 2023: <ul style="list-style-type: none">- Deshinta P.A.D.A as Secretary- Alfi Syukrina Amir as member- Tri Wismiarsi as member- Esa Wibawa as member	The Rector Decree (SK Rektor) is requested for all member of SC with the following details							
		<table><tr><th>Name</th><th>Position</th></tr><tr><td>Endriyani Widiastuti (Chair)</td><td>VR for Administration, Resources Management, and Operation</td></tr><tr><td>Elan Merdy</td><td>VR for government and Corporate Relations</td></tr></table>		Name	Position	Endriyani Widiastuti (Chair)	VR for Administration, Resources Management, and Operation	Elan Merdy	VR for government and Corporate Relations
		Name		Position					
		Endriyani Widiastuti (Chair)		VR for Administration, Resources Management, and Operation					
Elan Merdy	VR for government and Corporate Relations								

		<table> <tr> <td>Rahajeng Tyas Astari</td> <td>Operation Manager</td> </tr> <tr> <td>Esa Wibawa</td> <td>HRBP</td> </tr> <tr> <td>Tri Wismiarsi</td> <td>Management Program Lecturer</td> </tr> <tr> <td>Deshinta P.A.D. Argaswari, M.Pd.</td> <td>Mathematics Program Lecturer</td> </tr> <tr> <td>Dr. Eng. Farid Triawan</td> <td>Mechanical Engineering Program Head</td> </tr> <tr> <td>Eko Sulistyono</td> <td>Information and Technology Manager</td> </tr> <tr> <td>Guruh Tri Nugroho</td> <td>Rectorate Office Manager</td> </tr> <tr> <td>Alfi Syukrina Amir</td> <td>Standard Development Manager</td> </tr> </table>	Rahajeng Tyas Astari	Operation Manager	Esa Wibawa	HRBP	Tri Wismiarsi	Management Program Lecturer	Deshinta P.A.D. Argaswari, M.Pd.	Mathematics Program Lecturer	Dr. Eng. Farid Triawan	Mechanical Engineering Program Head	Eko Sulistyono	Information and Technology Manager	Guruh Tri Nugroho	Rectorate Office Manager	Alfi Syukrina Amir	Standard Development Manager	
Rahajeng Tyas Astari	Operation Manager																		
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Alfi Syukrina Amir	Standard Development Manager																		
2.2. Policy Plan of A.Y. 2022 – 2023	<p>As of September 2022, there are five (5) policies to be discussed and finalized within A.Y. 2022 - 2023. The task forces are determined as follows</p> <ul style="list-style-type: none"> - SU Faculty Appointment Policy: EW, ASA, DP, D, FT - Policy on Faculty Ranks and Promotion: FT, EW, ASA - Vol. 3 Employee Benefit: ES, GT, DO, Gigih - Faculty Policy: GT, EW, D - Project Assignment Policy: TW, FT, RTS (and Genesius), EW (Note: written in bold as PIC 	<p>The task forces are expected to discuss the timeline of work and started to have meeting by next month (October). If the work need help from another department or expert, PIC should request to EW.</p>																	
2.3. Senate Report September 2022	<p>In preparation for the University Senate Meeting by September 15th 2022, SC Administrative Affairs arrange the SC report which consist of the following parts</p> <ul style="list-style-type: none"> - SU Organization Chart - New Member Update of SC Team Member - SC Policy Plan 	<p>DP and EW will prepare the report by 13th September 2022. ES will help to provide the data regarding with the HR Insurance Benefit.</p>																	

	- HR Related Benefits Change: Lunch and Insurance		
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** Results of votes taken (i.e. MSC= moved, seconded carried or MSF=moved, seconded, failed or MST=moved, seconded, tabled)*

3. Minutes Prepared By:

Deshinta P.A.D.A

4. Approval of Minutes for September 13, 2022

Minutes were approved as amended

5. Next Meeting Date

Proposed Tuesday 10.00-11.00, 11 October 2022

6. Attachment

None

- Meeting Attendance -

No.	Name	Sign	
1.	Endriyani Widiastuti (EW) - Chair	present	present
2.	Deshinta P.A.D.A (DP) – Secretary	present	present
3	Elan Merdy (EM)	Represent by D	Represent by D
4.	Dr. Farid Triawan (FT)	present	present
5.	Esa Wibawa (ES)	present	present
6.	Tri Wismiarti (TW)	present	present
7.	Eko Sulistyo (ES)	present	present
8.	Alfi Syukrina Amir (ASA)	present	present
9.	Rahajeng Tyas Astari (RTS)	absent	absent
10.	Dairion (D)	present	present
11.	Guruh Tri Nugroho (GT)	present	present